



Graduate Assistant for Programming Student Enrollment, Engagement & Services Student Engagement & Traditions

Job Summary: The Graduate Assistant for Programming will assist with the supervision and development of large- and small-scale programming initiatives. This will include co-advisement of a programming board, management and facilitation of department and division-wide programming events and initiatives.

Office Website: <https://www.odu.edu/set>

Contact: set@odu.edu

Duties & Responsibilities:

- With support from the Coordinator & Associate Director, provide advising and support to a programming board in all phases of programming and production including goal setting, contracting artists, compliance with contractual obligations, committee development, risk management, publicity, budgeting, and event management.
- Advise student organization leader positions.
- Provide leadership development for student leaders.
- Meet with and provide programming guidance to student organizations and offices planning events on an as-needed basis. Instruct them on policies and processes to plan successful campus events.
- Work with student organizations and offices in the development of program applications and help to recruit new groups to apply for funding. Further, work with the Associate Director on the development & distribution of marketing materials once the calendar has been set.
- Assist with the planning and implementation for all campus-wide events coordinated by SET including, but not limited to, The Monarch Experience events, Homecoming, Traditions Week, summer programming, and programming for special populations.
- Attend the NACA Regional and NACA National Conferences with the Coordinator and a student delegation, as well as help coordinate the logistics of ODU's conference participation as applicable.
- Assisting the Associate Director and Coordinator with assesment and data collection of various programs.
- Assist with creation and management of content for the SET social media pages.

Required Skills:

- Regular or provisional admission in a graduate degree program (higher education program preferred) at ODU with good academic standing.
- Maintain a full course of study during the term of their appointment.
- Strong oral and written skills.
- Computer competency.
- Excellent organizational skills.
- Able to supervise weekend and evening campus events.



Employment Schedule/Hours: The GA position requires 20 hours per week, including some evenings and weekend programs.

Academic Qualifications & Preferred Majors: Regular admission in a graduate degree program at ODU with good academic standing, maintenance of a full course load of student enrollment during the term of their appointment, and a 3.0 or higher GPA is required. Dropping below the required GPA or reducing one's course load below full-time can be grounds for dismissal. Preference given to those enrolled in the Higher Education Administration program.

Knowledge and Skills Derived from Experience:

- Event planning and management
- Risk Management
- Student advisement
- Program delivery and assessment

Compensation: Stipend of \$15,000 (\$7,500 per semester). Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: July 10 to May 9 (10 months)

